

# RENO MUNICIPAL COURT

P.O. Box 1900

Reno, NV 89501

(775) 334-2290

Fax (775) 334-3824

E-mail address: [RenoMuniRecords@reno.gov](mailto:RenoMuniRecords@reno.gov)

## RECORD REQUEST

### INSTRUCTIONS:

Request Date: \_\_\_\_\_

1. Print out this request form.
2. Fill the form out completely.
3. Mail, fax or email your request to the Court.
4. You will be notified when your records are ready for pick up.

**Copies may take 3-4 weeks**

---

### File Information:

Defendant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Reno Police Case/Citation Number: \_\_\_\_\_

(If you do not have this number you can contact Reno Police Department at 775-334-2175)

Charge(s): \_\_\_\_\_

Charge Date: \_\_\_\_\_

### Requestor:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### CHECK ONE:

- ☐ **Computer printout:** This includes case history and disposition. (\$0.30 per page)
- ☐ **Certified computer printout:** This includes case history and disposition, all copies certified. (\$3.00 per page)
- ☐ **I.N.S. Certified copies:** (\$3.00 per page)
- ☐ **Other documents:** (Please specify) \_\_\_\_\_

**You will be notified by phone or e-mail of the cost and when to pick up your records**